

## VDFR 600-10 Appendix M

### Personnel Records Management

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#### 1. Purpose and Administrative.

a. Purpose. The VDF Personnel Records System, formerly known as the “MPRJ (Military Personnel Record Jacket),” or “201 File,” or “MHRR (Military Human Resource Record),” is an administrative record, as well as the official permanent record of VDF military service for each VDF member. Its purpose is to preserve key permanent documents pertaining to enlistment, appointment, professional qualifications, duty assignments, training, qualifications, performance, awards, disciplinary actions, insurance, emergency data, separation, retirement, casualty, administrative remarks, and any other personnel actions. This **VDF Regulation (VDFR) 600-10, Appendix (APDX) M** addresses the VDF Personnel Records (PR) policy and practices.

b. Replacement. This regulation cancels and replaces VDFR 600-8-104, “Virginia Defense Force Military Human Resource Records Management,” dated FEB 2017.

c. Proponent. The proponent for regulation is the VDF Active Detachment (ACTDET). The proponent has the authority to recommend to the Commanding General (CG) exceptions to this regulation, so long as the exceptions are consistent with controlling law and good order.

#### 2. Responsibilities.

a. ACTDET. The ACTDET will enforce policy, procedures and implementing instructions on the use and maintenance of VDF PR. ACTDET will create and maintain individual PR files for every existing VDF member and person enlisted, commissioned, or appointed in the VDF.

b. Assistant Chief of Staff for Personnel and Administration (G1). The G1 will ensure through the VDF Action Request (VAR) system (see **VDFR 600-10 APDX D**) and oversight of Headquarters and Headquarters Company (HHC) and Major Subordinate Command (MSC) administrative activities, that (1) those records required below are submitted to ACTDET for PRs, but (2) other documents not included below, are not submitted.

3. Information Security and Other Personnel Records. PR records are Commonwealth of Virginia/State personnel records. They hold Controlled Unclassified Information (CUI), specifically Personal Identifiable Information (PII). PII is non-public, information held or used by the government (including VDF) about a person, which can improperly reveal an individual's identity and/or contact information. PII is information that: (1) directly identifies an individual (e.g., name, address, social security number, telephone number, email address, etc.); or (2) can indirectly identify a person via information such as gender, race, birth date, geographic indicator, and other descriptors which may be assembled to improperly identify the individual). PII loss can substantially harm individuals, including identity theft or other fraudulent information use.

a. CUI/PII information requires a secure location. ACTDET maintains the VDF's secure data base of record. Accordingly, only ACTDET may create and keep PRs.

b. When CUI/PII is transmitted from VDF units to ACTDET – including for inclusion in PRs per below -- the sensitive information must be password protected, and the submitter will coordinate with ACTDET how to separately supply ACTDET the password.

c. VDF HHC, staff, MSC, or subordinate commands, may not create or hold PRs, and to the extent they have limited documents on their assigned member's continuing PII -- such as informal counselling notes -- such records must be securely maintained on VDF-owned state media repositories, and only transmitted for official purposes and per above and below instructions.

4. Personnel Record Contents. ACTDET will maintain PR files on all VDF personnel, which will include:

a. Enlistment documents:

VDF Form 3R (Personnel Action Request)

VDF Form 2-428R (VDF Application)

VDF Form 337R, 601-100, or 601-210 (VDF Oath)

VDF Form 14-R (VDF Parental Consent) (Only if needed for enlistment)

Prior military service documents (DD214, NGB 22, etc.)

Professional Branches accreditation and licensing documents

b. Awards.

c. Records of professional military education and/or skills training required for promotion.

d. Letters, memorandums, and other correspondence pertaining to a member, other than duty orders

e. All VDF Performance Evaluations (VDF Forms 623-3.

f. All promotion and assignment orders issued by the Force Headquarters (FORHQ).

5. Electronic Storage of PRs.

- a. An electronic file for each individual is to be created being named with: Last name, First Name Middle Initial, Jr. (if needed) VDF ID Number.
- b. Each document in the file is to be scanned in .pdf format only
- c. Each document in the file is to be scanned separately
- d. Each document is to be named in the following format: Last name, First name MI VDF ID Number, form number, date of form (DDMMYY), brief description. EXAMPLE: Jones, James M. 1234567 3-R 16JUN2012 Trans to A 3rd REGT

6. Disposition of PRs.

a. Temporary Records. As stated above, HHC, staff, MSC, and subordinate Cdrs will not create PRs. Any supervisor notes or other documents containing member PII held per above allowances, will be destroyed upon a member's transfer to another unit or transferred to the receiving unit Cdr, who in turn will ensure correct storage per above. Upon member discharge, any such records will be destroyed, unless the holder is directed by FORHQ to provide the records to FORHQ for an investigation or other official-use stated reason.

b. Disposition Upon Discharge or Death. When a VDF member is discharged or dies, the ACTDET will coordinate disposition of the records in accordance with (IAW) State records storage requirements.

7. Member Review of PR. VDF members have the right to review their own PR at any time, upon coordination with the ACTDET through the member's chain of command.

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